

DOE Quality Council Meeting Minutes

July 2, 2008
11:00 a.m. – 12:00 p.m.

Attendees:

Name	Organization
Colette Broussard	HS-20
Gary Staffo	EE
Kriss Grisham	EM
Rick Dubose for Mark Matarrese	FE
Sonya Barnett	HS-1.2
Duli Agarwal	HS-20
Vijendra Kothari	LM
Joy Mroz	
Laurie Morman	MA
Sam Johnson	NA
John Ordaz	
Thahtan Van Ober	
Carl Sykes	NE
Caroline Polanish	BSO
Ava Holland	CBFO
Robert L Blyth	ID
Anita B. Leivo	LASO
Pat Carier	ORP
Al Hawkins	RL

Interested Persons attending:

Jeff Shoulta – jeff.shoulta@nnsa.doe.gov (816) 997-3919
Bud Danielson – bud.danielson@hq.doe.gov (301) 903-2954
Don Nichols – don.nichols@nnsa.doe.gov (202) 586-8216
Eric Rozek – ericr@dnfsb.gov (202) 694-7127
Andy Lawrence – andrew.lawrence@eh.doe.gov (202) 586-6740
Andy Wallo – andrew.wallo@eh.doe.gov (202) 586-4996
Subir Sen – subir.sen@eh.doe.gov (301) 903-6571
Mary Haughey – mary.haughey@eh.doe.gov (301) 903-2867
Tom Williams – thomas.e.williams@eh.doe.gov (301) 903-4859

Other Participants:

Dan Burnfield – DNFSB
Getachew Worku – Project Enhancement Corporation
Debbie Reece – Project Enhancement Corporation

The meeting was opened by the Chair, Colette Broussard, with a roll call. Colette Broussard proceeded with a brief discussion of the purpose of the Quality Council and the frequency of future meetings/conference calls.

The proposed agenda for the August 6 – 7, 2008 meeting was presented. Items to be discussed at this face-to-face meeting include:

Charter: Colette Broussard has developed a draft charter for the Quality Council. The draft charter will be forwarded to all Council members as well as the interested parties.

Action: Colette Broussard will distribute the draft charter to the Council members and the interested parties for comment.

Action: All parties will review the draft charter and bring comments to the August 6-7, 2008 Council meeting.

DOE O 414.1C Revision: There is a committee that is working to revise the Order. A draft version of the revised Order will be ready for distribution about July 31, 2008. The Council members will receive this draft version as soon as it is completed.

Action: Colette Broussard will distribute the draft version of DOE Order 414.1C, when it is available, to the Council members and the interested parties for a peer review.

Action: All parties will review the draft version of the Order and bring their comments to the August 6-7, 2008 Council meeting.

Wright Industries/Quality Alert Status: EM has issued direction to all EM organizations to review each of their projects to determine if they procured items from Wright Industries within the last two years. If a project has procured items within the last two years, then a complete review of the supporting documentation specific to those purchase orders is to be performed to determine the suitability of those items.

HS-32 is currently developing a safety alert/bulletin discussing the QA issues with the QA program at Wright Industries. The safety alert/bulletin (still trying to decide which type) is expected to be released within the next few weeks. If it is not concurred on by the August 6-7, 2008 Council meeting, then the Council may have an opportunity to weigh in on the contents of the alert/bulletin.

Survey on QA Implementation: The report on the results from the 2007 Survey on QA Implementation has been released. Specific summary reports for the major PSO's are currently being prepared. Although individual PSO reports will not be shared at the August 6-7, 2008 Council meeting, the cross cutting issues will be shared with the Council members. It is expected that the Council members will provide suggestions on resolving these issues. Once collected, the suggestions will be shared with the line organizations.

It is the goal of the Survey to assess the effectiveness of QA implementation across DOE. It is expected that at future meetings, the Council members will help HSS achieve this goal by enhancing the Survey questions.

Action: Colette Broussard will distribute the final 2007 Report on QA Implementation to the Council members.

Interfaces/Protocols: Some Offices have established protocols for interfacing with both internal and external organizations. At the August 6-7, 2008 meeting, we will discuss these protocols and suggest how the Quality Council should interface with these organizations, including keeping the PSO's involved.

Future Topics: A few additional topics were briefly discussed. They include:

- Tracking of QA-related corrective actions - How are sites tracking corrective actions, documenting them, and following up on the corrective action?
- Lessons learned – Since corrective actions lead to lessons learned, the process of sharing those lessons should be discussed by the Council members.
- Operating experience committee – Discuss the interface between this Committee, Lessons Learned, and QA.
- Role of Members vs. Interested Parties

Agenda for August 6-7, 2008 Quality Council Meeting: It was suggested that individual speakers be identified for the various topics. As of now, the speakers will be:

Ava Holland – Present WIPP's experience with the Wright Industries issues
Colette Broussard – Status of DOE O 414.1C revision
Colette Broussard – 2007 Survey on QA Implementation

All members will discuss the Charter and the protocols for interfacing with internal and external organizations.

Because the agenda has many topics, it was suggested that the group utilize small break-out sessions to cover many topics simultaneously. A summary report for each break-out session could then be presented to the entire group for additional discussion. Colette explained that for this first meeting, the Council would most likely remain together as all the topics are for all to hear about and learn from. The suggested methodology of breakout groups will be considered for future face to face meetings.

August 6-7, 2008 Face-to-Face Meeting: This meeting will be held at the 270 CC Building. The call-in number for both days from 8:00 a.m. to 5:00 p.m. is 202-287-1380. There will be 10 lines available for those Members that can't attend the meeting in person.

The conference call was ended at 11:45am. No calls prior to the face-to-face in August are expected.